



APPLICATION FOR EVEN START FUNDS

MONTANA OFFICE OF PUBLIC INSTRUCTION

LINDA McCULLOCH, SUPERINTENDENT

JUNE 2005

GENERAL PROJECT INFORMATION SHEET

This application for Even Start funds must be completed and signed by the authorized officials. Authorized officials are defined as the following: School Districts: Superintendents; Universities and Colleges: Presidents; Nonprofit: Board Chair. Successful projects are expected to operate up to four years. The information in the application will be used to determine eligibility for awards under Title I, Part B, Subpart 3, of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001 (NCLB). Mail the application to: Title I, Office of Public Instruction, PO Box 202501, Helena, MT 59620-2501. If assistance is needed, please call the Even Start program at (406)444-3083.

GENERAL PROJECT INFORMATION SHEET

Fiscal Year 2006 (2005-2006)
Title I, Part B, Subpart 3, of the NO CHILD LEFT BEHIND ACT

Funds Requested + % =
Federal Share Local Share (Amount and Percent of Total) TOTAL BUDGET

PROJECT CONTACT PERSON (LOCAL EVEN START COORDINATOR)

Name Title

Address Telephone

Fax E-mail

SUBGRANTEE

Name of school district or nonprofit which will serve as fiscal agent

AUTHORIZED REPRESENTATIVE

Name Title

Address Telephone

Fax E-mail

Signature—Chief Executive Officer/Superintendent/Board of Trustees Chairperson

PARTNER AGENCY

Agency Name

Contact Person Title

Address Telephone

Fax E-mail

Signature—Chief Executive Officer/Superintendent/Board of Trustees Chairperson

ASSURANCES

1. Applicant may be asked to clarify or revise certain aspects of their proposal. Grantee will receive an award letter from the Montana Office of Public Instruction that specifies the amount of the award.
2. Applicant must provide assurances required by the Montana Office of Public Instruction.
3. Applicant must enter into a legal agreement to provide proposed services with the Montana Office of Public Instruction.
4. Applicant must comply with all reporting requirements and other policy mandates that may be issued relating to the quality administration of an Even Start project and, as necessary, for the state to perform its responsibilities.
5. The program coordinator must participate in statewide Even Start meetings (including the Montana Family Literacy Consortium) and other staff development. The program staff must participate in annual statewide Even Start meetings.
6. Applicant is required to participate in the National Center for Family Literacy (NCFL) Foundation's Family Literacy training offered in the local communities in the first six months of operation. New staff members of all programs must participate in the same state training within the first six months of employment.
7. Applicant must cooperate with all national and state project evaluation requirements and shall budget adequate funds for such purposes. The applicant's budget must also include funds to conduct an independent evaluation of the local project.
8. Applicant project must be of sufficient size, scope, and quality to give reasonable promise of meeting the purposes of Even Start. Center-based programs must provide all four components under one roof (two classrooms minimum).
9. Applicant's plan shall remain in effect for the duration of the eligible entity's participation in the program and it is required that the plan will be periodically reviewed and revised by the eligible entity, as necessary.
10. Grantee must use funds exclusively for the purposes stated in the approved proposal and must be expended in accordance with the approved budget and the grantee's policies and procedures related to such expenditures. Grantee must only expend funds for activities occurring during the grant period. Programs must set aside 10 percent of grant funds for professional development (5 percent) and transportation (5 percent). Transportation funds are used to transport families to the program, staff members to home visits, and staff members to professional development activities.
11. Staff qualifications for existing programs. Current staff whose salaries are paid, in whole or in part, with Even Start funds, the applicant ensures that the:
 - majority of the staff providing academic instruction should have graduate degree related to early childhood education, elementary or secondary school education, or adult education degree and hold the appropriate state licensure.
 - program director and the program coordinator receive training in the operation of a family literacy program.
 - paraprofessionals who provide support for academic instruction have a high school diploma or its recognized equivalent.Staff qualifications for new program's staff or new staff hired to programs that provide academic instruction to programs possess:
 - an associate's, bachelor's or graduate degree in a field related to early childhood education, elementary or secondary school education, or adult education and obtain the appropriate state licensure.
12. Applicant will ensure that the instructional components of this program will be based on scientifically based reading research (as defined in section 1208 of the ESEA) and the prevention of reading difficulties for children and adults to the extent such research is available.
13. Applicant will ensure that early childhood services for infants, toddlers, and/or preschoolers, provided in group settings, will be conducted in facilities licensed by the Montana Department of Health and Human Services.
14. All grantees are required to run an enrichment and instructional program during the summer months.
15. Grantees are required to submit the following reports to the Office of Public Instruction:
 - a. Mid-Year Progress Report
 - b. Continuation Application End-of-Year Report
 - c. Expenditure Reports
 - d. Independent Project Evaluation Report, if applicableIn addition, program data must be provided annually to the federal Even Start evaluation contractor.

Signature—Superintendent of School, University President or Board Chair of Nonprofit

FISCAL YEAR 2005-2006 BUDGET

FISCAL YEAR 2005-2006 BUDGET (INDIRECT COSTS ARE NOT ALLOWED)

Grantee Name:

Project Title:

| Descriptions | Local Budget | Federal Budget |
|---|--------------|----------------|
| Administration/Supervisor Salaries/Wages | | |
| Teachers Salaries/Wages | | |
| Education Aides Salaries/Wages | | |
| Tutors Salaries/Wages | | |
| Clerical Salaries/Wages | | |
| Others | | |
| | | |
| | | |
| Benefits | | |
| | | |
| Contracted Services | | |
| Other Purchased Services | | |
| Professional Development (5%) | | |
| | | |
| Rent/Building Fees (see page 18) | | |
| Communications (Phone and Postage) | | |
| | | |
| Administrative Supplies | | |
| Field Trips | | |
| Parent Activities | | |
| Adult Instructional Materials | | |
| Child Instructional Materials (i.e., library) | | |
| | | |
| | | |
| Transportation (5%) | | |
| | | |
| Equipment | | |
| | | |
| Other | | |
| | | |
| TOTAL | | |

BUDGET DESCRIPTION DEFINITIONS

(INDIRECT COSTS ARE NOT ALLOWED)

ADMINISTRATOR/SUPERVISOR SALARIES/WAGES

Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.

TEACHERS SALARIES/WAGES

Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.

EDUCATION AIDES SALARIES/WAGES

Salaries for grantee employees who assist staff in providing classroom instruction. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.

TUTORS (INSTRUCTIONAL NON-PAYROLL SERVICES)

Payments for services performed by qualified persons directly engaged in providing learning experiences for students. Include the services of teachers and teachers' aides who are not on the payroll of the grantee.

CLERICAL SALARIES/WAGES

Salaries for grantee employees performing clerical/secretarial services. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.

OTHER SALARIES/WAGES

Salaries for any other grantee employee not fitting into the above categories. Include the gross salaries for these individuals including overtime salaries or temporary employees. Included can be janitorial personnel costs, grant activity coordinators' salaries, and food service personnel.

BENEFITS

Amounts paid by the grantee on behalf of the employees whose salaries are reported in categories above. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation, and worker's compensation insurance.

CONTRACTED SERVICES (NON-PAYROLL SERVICES)

Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, contracted guidance counselors, etc. Contracted Services also include services for program evaluation.

OTHER PURCHASED SERVICES

All other payments for services rendered by organizations or personnel not on the grantee payroll. These include: insurance costs (other than employee benefits), payments for all types of insurance coverage including property, liability, and fidelity; printing and binding, publication costs, advertising, (announcements in professional publications, newspapers or broadcasts over radio or television including personnel recruitment, legal ads, and the purchase and sale of property).

PROFESSIONAL DEVELOPMENT (5 percent of grant funds)

Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, inservice training specialists who are not on the grantee payroll, conference registration fees, etc.

RENT/BUILDING FEES

Expenditures for services to operate, repair, maintain, and rent property owned and/or used by the grantee. The local budget/in-kind must pay a percentage of the rent. Examples: program in second year of funding must pay 20 percent of rent with local/in-kind funds; program in seventh year of funding must pay 50 percent of rent with local/in-kind funds. Rental fees may only be changed or claimed at the fair market rental value.

COMMUNICATION

Payments for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone, e-mail and fax services, as well as postage machine rental and postage.

ADMINISTRATIVE SUPPLIES

Expenditures for consumable items directly related to program administrative (non-instructional) activities.

FIELD TRIPS

Costs incurred for conducting educational activities off site. Includes admission costs to educational centers, fees for tour guides, etc., must be tied into an instructional component.

PARENTAL ACTIVITIES

Expenditures related to services for parenting including workshop presenters, counseling services, babysitting services, and overall seminar/workshop costs.

ADULT INSTRUCTIONAL MATERIALS

Expenditures for consumable items purchased for instructional use.

CHILD INSTRUCTIONAL MATERIALS

Expenditures for library books that are purchased for use by the program library and for distribution to families.

TRANSPORTATION (5 percent of grant funds)

Expenditures for transporting parents and pupils to and from school and other activities. Included are such items as bus rentals for field trips, bus passes, and payments to drivers for transporting handicapped children. Also included are expenditures for transportation, meals, hotel, and other expenses for out-of-state/in-state professional development activities and meetings. Per diem payments to staff in lieu of reimbursement for subsistence (room and board) are also included.

EQUIPMENT

Equipment expenditures over \$5,000 must be approved.

OTHER

All other expenditures.